VOICE MAIL (Key Voice)

The Voice Mail system at 200 Fair Oaks is an optional feature. **Do not attempt to utilize voice mail unless your telecommunications coordinator has notified you that your voice mailbox has been set up on the system.** In certain areas voice mail has been programmed to take messages for a group of individuals.

- **TO SET YOUR PASSWORD** (Only use this the FIRST time you set a password)
  - Dial 82 (wait for ringing to stop) the press #
  - Dial your mailbox number (extension number)
  - The system will ask for your password
  - Dial your extension number (this is the default password)

- **TO SET OR CHANGE YOUR PERSONAL GREETING**
  Your personal greeting is the standard daily introduction and should be professional, informative and brief. Identify yourself and your Division or Branch.

  - Press 82 #
  - Dial your mailbox number (extension number)
  - Dial your password
  - Press 3- Options
  - Press 2
  - Press 2
  - Press * for the active greeting (you have a choice of 10 greetings to set)
  - The system will prompt you to record your greeting
  - You can review the greeting

- **TO ACTIVATE VOICE MAIL**
  - Press the FWD BSY/NA button
  - **Dial 6** then the **last three digits** of your internal extension
  CAUTION: Incorrect dialing will result in your calls being sent to another's mailbox

- **TO CANCEL VOICE MAIL**
  - Press the FWD BSY/NA button
  - Dial 10

- **VOICE MAIL USERS CAN HAVE TWO TYPES OF MESSAGES**
  - A message from another extension on the Tadiran system
  - A voice mail message

  NOTE: When the MSG light is on, it indicates that you have a message. Version 8 telephones also have a blinking light, located under the up/down arrow buttons.

- **TO CHECK THE TYPE OF MESSAGE**

  - Press the MSG button
  - Immediately look at your telephone view screen on the phone set
  - It will display one of two things:
    - CALL #### (an extension number)
    - CALL CORAL or VOICE MAILNote: Use the volume up and down arrow buttons to view all the messages in your message list.

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● **TO CHECK VOICE MAIL MESSAGES**
  • Press the MSG button
  • If the view screen displays Call Coral or Voice Mail
  • Dial 11
  • Dial #
  • Dial your mailbox number (extension number)
  • Dial your password
  • The system will prompt you to review new messages, save messages, etc.

  YOU MAY ALSO CHECK YOU MESSAGES BY:
  • Dial 82
  • Press #
  • Dial you mailbox number (extension number)
  • Dial your password
  • The system will prompt you to review new messages, save messages, etc

● **TO RETRIEVE VOICE MAIL MESSAGES FROM A REMOTE SITE**

  • Dial your ESSEX line number (564 - ####)
  • Asked to be transferred to your voice mailbox
  • Wait for your voice mail to answer
  • Then dial #
  • The system will prompt you for your mailbox number (internal extension)
  • Dial your password
  • The system will prompt you to review new messages, save messages, etc.